

ASSISTANT DIRECTOR OFFICE OF THE DISTRICT ATTORNEY

This is an at-will, **exempt**, position which reports directly to the
Clark County District Attorney

Closing Date: November 21, 2019

SALARY RANGE

\$45.20 - \$70.03 Hourly
\$3,616.00 - \$5,602.40 Biweekly
\$7,834.67 - \$12,138.53 Monthly
\$94,016.00 - \$145,662.40 Annually

JOB SUMMARY:

This position is responsible for the management of the Administrative Division of the Office of the Clark County District Attorney. The Division includes Human Resources, Finance, Information Technology, the Victim Witness Assistance Center, and the clerical staff of the Bad Check Unit. The position reports directly to the District Attorney and is at-will.

MINIMUM REQUIREMENTS:

Education and Experience: Bachelor's Degree in Business, Public Administration, Finance, Criminal Justice, or a field related to the work AND six (6) years of full-time administrative and/or professional level experience in a legal or related environment, including three (3) years, which were in a management capacity. Possession of an advanced degree in an appropriate field is highly desirable. Equivalent combination of formal education and appropriate related experience may be considered.

Background Investigation: Employment is contingent upon the results of a background investigation, which may include both a pre- and post-offer background check for positions within the District Attorney's Office.

Pre-Employment Drug Testing: Employment is contingent upon the results of a pre-employment drug test.

Note: A cover letter and resume are required for this position. Applicants may be invited to the next step in the selection process based on specific criteria in their resume. Experience in the administration of a large-scale government agency is preferred. **To apply for this opportunity, please send your cover letter and resume to Jobs@ClarkCountyDA.com.**

EXAMPLES OF DUTIES AND RESPONSIBILITIES: Plans, organizes, administers, reviews and evaluates the activities of professional, technical and support staff through subordinate managers and supervisors in the following units: Bad Check, Finance, Human Resources, Information Technology, and the Victim Witness Assistance Center.

OTHER DUTIES AND RESPONSIBILITIES: Receives, investigates and resolves employee and client complaints affecting business operations. Advises the District Attorney on organizational and personnel issues and assists in developing and implementing policy and procedural changes. Works closely with stewards and members of the following employee associations: Service Employee International Union (SEIU) Supervisors and Non-Supervisors, District Attorney Investigator Association (DAIA) and the Clark County Prosecutors Association (CCPA). Oversees, directs and coordinates all investigations, discipline and Step-One Hearings for support staff and assists the District Attorney, Assistant District Attorneys and County Counsel in the investigations and discipline of attorneys. Works closely with the County Human Resource Analysts (Labor and Recruitment). Serves as a liaison with members of other departments regarding Countywide matters; problem resolution, and other county issues. Represents the District Attorney at various meetings and serves on various countywide and departmental task forces and/or committees as assigned. Performs special projects and/or assignments as directed by the District Attorney, and other duties related to the District Attorney's office. Drives a county or personal motor vehicle or arranges for appropriate transportation to attend meetings and visit off-site County locations. Uses standard office equipment, including a computer.

PHYSICAL DEMANDS: Mobility to work in a typical office setting, use standard office equipment, and travel to various court sites and/or other county buildings to attend meetings, or for other business purposes; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

KNOWLEDGE, SKILLS & ABILITIES:

The successful candidate must have knowledge of administrative principles and practices, including goal setting, program development and the management of employees through multiple levels of supervision. The candidate should also have the skill and ability to manage, develop and train a diverse team to implement objectives and accomplish agreed upon goals. Candidates should also possess the tools to successfully interact with a variety of individuals from various socio-economic, ethnic and cultural backgrounds, in person and over the telephone, often where relations may be confrontational or strained.

Salary Schedule: A35

Class Code: M08128

Bargaining Unit: M-PLAN (CAT 2)